

From: Chris Williams, Internship Coordinator
Re: Governor Robert L. Ehrlich, Jr., College Internship Program

Memo of Understanding

Here is the list of offices that are part of the Governor's Executive Department. The placement of the internship depends on the student's interests, then matching them with the needs of the supervisors from the given Host Office's listed below:

Appointments Office	Chief of Staff Kreseski
Community Affairs Office	Constituent Services Office
Deputy Chief of Staff Carozza	Deputy Chief of Staff Miller
Deputy Chief of Staff Williams	Executive Services Office
Financial Administration Office	First Lady's Office
Grant's Office	Homeland Security Office
Intergovernmental Relations Office	Information Technology Office
Legal Counsel	Legislative Office
Lt. Governor's Office	Press Office
Policy Office	Washington, D.C. Office

Requirements to be considered:

- Must be enrolled in junior or senior year in an undergraduate program or graduate program and in good academic standing.
- Students who live in Maryland and/or are attending schools in Maryland and are receiving college credit are given priority consideration.
- Must complete hiring process listed below.

Process for Hiring:

- Complete application and submit resume and cover letter.
- Internship Coordinator will conduct phone interview with students who apply.
- The application material will be forwarded to the potential Host Office that would best fit the students' interests and potential Host Office's pre-determined needs.
- Conduct on-site interview with Host Office and student. (This gives the student an opportunity to practice his or her commute to determine if it will be feasible).
- Acceptance/Denial: Verbal and written acceptance/denial of internship will be given to student by the Internship Coordinator.
- If accepted, the student will be given a contract to sign with a start date and amount of hours per week expected to work.

Timeline for Internship:

- The program is year-round and will last ten weeks during the summer and throughout the fall and/or spring semesters.
- Contact the Internship Coordinator for deadline to apply.

- Interns are expected to work at least 20 hours per week. (Exceptions are made when class schedules are involved).
- Every second Friday there will be an organized activity for the interns to attend as a group.

Statement of Purpose:

- The purpose of the internship is to strengthen the intern's job skills by integrating training from the classroom with practical and real-life work experience based on the students' interests and abilities.
- The purpose of the internship is to have the intern develop a rapport with the Host Office and specifically their supervisor/mentor.
- The purpose of the internship is to provide direct support to a specific office within the Governor's Executive Department.

Statement of Understanding for Interns:

- The intern will report to assigned work site on the agreed-upon time/date.
- The intern will remain in internship until agreed-upon date.
- Transportation is the responsibility of the intern.
- Office hours are 8:00 am – 4:30 pm or 8:30 am – 5:00 pm.
One-half hour is given for lunch.
- The intern will abide by agency rules and regulations, and perform duties as assigned.
- The intern will comply with internship requirements as established at the beginning of placement by Internship Coordinator and Host Office.
- The intern will notify Internship Coordinator regarding any work problems.
- The intern will sign a confidentiality agreement contract.
- The intern will maintain personal dress and conduct consistent with the Governor's Executive Department.
- The intern will complete evaluation of experience at end of ten-week internship.

Specific Duties and Responsibilities of Intern:

- Drafting correspondence
- Communications: verbal and written
- Public policy research
- Constituent case work
- Administrative projects
- Event planning and coordination
- Assist in office coverage
- Others as assigned

The intern will be expected to perform the above duties and responsibilities in a timely and professional manner. The quality of the work performed will be judged against the overall expected standards established by the Host Office.

Identify special skills needed from Interns:

- A hands-on knowledge of Microsoft Office 2000.
- Ability to communicate verbally and in written form in a clear, concise and courteous manner.
- A hands-on ability to use the internet and e-mail services for research.
- The ability to effectively proof read for spelling, content and grammatical correctness.
- Ability to edit text and graphic materials.
- Ability to effectively work with others in a rapidly changing team environment.
- Ability to problem-solve and collect data independently.
- Ability to take the initiative and complete projects based on a general level of guidance.

Specific Duties and Responsibilities of Host Office:

- Complete all college/university materials related to the intern.
- Plan an informal office orientation with an overview of expected responsibilities, office policies and regulations.
- Provide the intern with training and background information when appropriate to the duties of the specific projects assigned.
- Assign the intern with meaningful work assignments and reasonable time for completion of tasks.
- Notify Internship Coordinator to address any personnel issues affecting the interns standing in your office.
- Complete an evaluation form at the completion of the internship.

Specific Duties and Responsibilities of Intern Coordinator:

- To assist the intern in selection and placement to their host office.
- To organize seminars/guest speakers for entire internship program on topics suggested by current interns related to state government.
- Maintain open communication between interns, host offices and other Governor's Executive Department staff.
- Conduct exit interview with each student individually.